



Monthly Service Statistics Report Form

On-Site Feeding Programs

Due Date: By 10th of following month (example: January due by February 10th)

When not to send a report: Never!

When to send zero report: When you did not serve any food during the month

When to send regular counts: When you serve food, regardless of where the food is obtained

Mail to: Second Harvest North Central Food Bank
PO BOX 5130, Grand Rapids, MN 55744

Or Fax to: Jan Larson, 218-999-5252

Or email to: jan@secondharvestncfb.com

Statistics are for the month of: _____

Agency: _____ Agency ID# _____

Contact Person: _____ Phone#: _____

Address: _____

Number of **clients** served a meal and/or snack this month (without duplication) _____

Total number of **meals** served this month (duplicated): _____

Total number of **snacks** served this month (duplicated): _____

Check this box if the number of clients you serve every month does not change and the number of meals/snacks served each day does not change.

How to determine number of **clients** served:

This number is unduplicated. Therefore, if one client eats many meals or snacks during the month, you only count that client once. This number can often be obtained by determining how many people were enrolled or registered for your program during this month.

How to determine number of **meals** and/or **snacks** served:

This number is duplicated. Therefore, if one client ate a meal every time he came to your program this month (let's hypothetically assume you had programming once a week), he will have eaten 4 meals during the month. This number can often be obtained by adding together your daily attendance records or meal counts.

Common reporting mistakes:

- 1) The number of meals/snacks served can never be less than the number of clients served (how can 10 people eat 5 meals?).
- 2) If your client and meal/snack numbers are the same, that means that each person only ate a total of one meal/snack during the entire month.
- 3) The number of clients served can *never* be zero or blank.